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ORIENTATION BULLETIN

SUMMER COURSE IN ART

HAGERSVILLE 1970

ONTARIO DEPARTMENT OF EDUCATION

PROGRAM SELECTION FORM

Please Print

Please check course being taken

◯ Elementary Intermediate Part I ◯

NAME _____

ADDRESS _____

GRADE TAUGHT _____ SCHOOL _____

Instructions:
Read the Orientation Bulletin and choose units desired.
Write numbers of four units requested plus one alternate in spaces below.
Return this form as soon as possible but not later than June 20 to:

Mr. Arnel W. Pattemore,
The Lincoln County Board of Education,
112 Oakdale Avenue,
St. Catharines, Ontario.

You will be assigned to classes in the order this form is received.
Your personal timetable will be available at the school on June 29.
Please check carefully and be accurate.

UNITS REQUESTED

Number	Name of Unit	Staff Member	

Alternate Course

REQUIRED LECTURE UNIT

Unit No.	Name of Lecture

Date Sent _____ Signature _____

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This Orientation Bulletin has been prepared for the use of participants in the Summer Course in Art being held at Hagersville Secondary School from June 29 to July 31, 1970. Students are urged to read it carefully and to bring it with them to the summer course. A second copy will not be available.

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Your Name _____

Address _____

The telephone number of the school in Hagersville is 768-3318.

WELCOME

The Principal and Staff of this Summer Course in Art are pleased to welcome you on behalf of the Ontario Department of Education. This art course in Hagersville is one of five being offered this year in different parts of the province. There are two courses in Toronto, one in Stratford and one in New Liskeard. Care is being taken to assure a well-rounded program at each of the courses. It is anticipated that more than fourteen hundred teachers will avail themselves of this opportunity to improve their teaching of art.

The course is designed to be of practical help to you as you plan and carry out a program of art education in your classroom. This purpose will be accomplished in several ways, chiefly by suggesting to you projects which you may use and by helping you to become more proficient in both the practice and teaching of art. You will note that you are able to choose from a variety of units, most of which will emphasize the workshop technique of learning. Although it will not be possible for the individual student to enrol in all of the units, we would encourage you to visit other classrooms, to discuss activities with your fellow students and to bring your questions to any of the staff members. They have been chosen carefully from among the outstanding art teachers of the province and will give you a wide outlook on art education.

You should examine carefully the outlines of units contained in this book and decide on those which will best help you to improve your teaching of art. With the exception of certain required units, you are free to choose any of the courses outlined. Every effort will be made to give students the units that they would like but no guarantee can be given that you will be able to register in all the units of your choice. Please bear in mind that this is first and foremost an Art Course and all the units are planned to acquaint teachers with a philosophy of art education and to provide assistance with certain basic skills. Some units are beamed at specific grade levels but even these can be adopted to suit the needs of teachers of almost any grade level.

During the summer several events of a recreational nature will be planned by the student committee and we hope for your participation. Your suggestions are welcomed. Feel free to discuss problems with the Principal or Staff Members at any time. And do have an enjoyable and a worthwhile summer.

REGISTRATION

You may register in advance for the units you wish to study. Please follow these instructions carefully:

1. Read all of this Orientation Bulletin and study especially the descriptions of the various units offered. Units being offered in Hagersville are generally exploratory in nature and are intended to allow students to discover their abilities, to define their interests and to learn techniques which have immediate application in the classroom. Most units are of six day's duration and are offered four times during the summer. Students will enrol in four units in addition to the required lecture or study unit.

2. Choose those units which seem particularly suitable to your teaching situation and plan a program that will give you a well-balanced study of art education.

3. Indicate your choice of units on the Program Selection Form enclosed in this Orientation Bulletin. You will note that you choose four units plus one alternate. Complete the form carefully including your name and address.

4. Return the Program Selection Form as soon as possible, and not later than June 20 to:

   Mr. Arnel W. Pattemore,
   The Lincoln County Board of Education,
   112 Oakdale Avenue,
   St. Catharines, Ontario.

   Classes will be assigned in the order in which requests are received. There are limits to the enrolment in each class and so certain substitutions may be necessary.

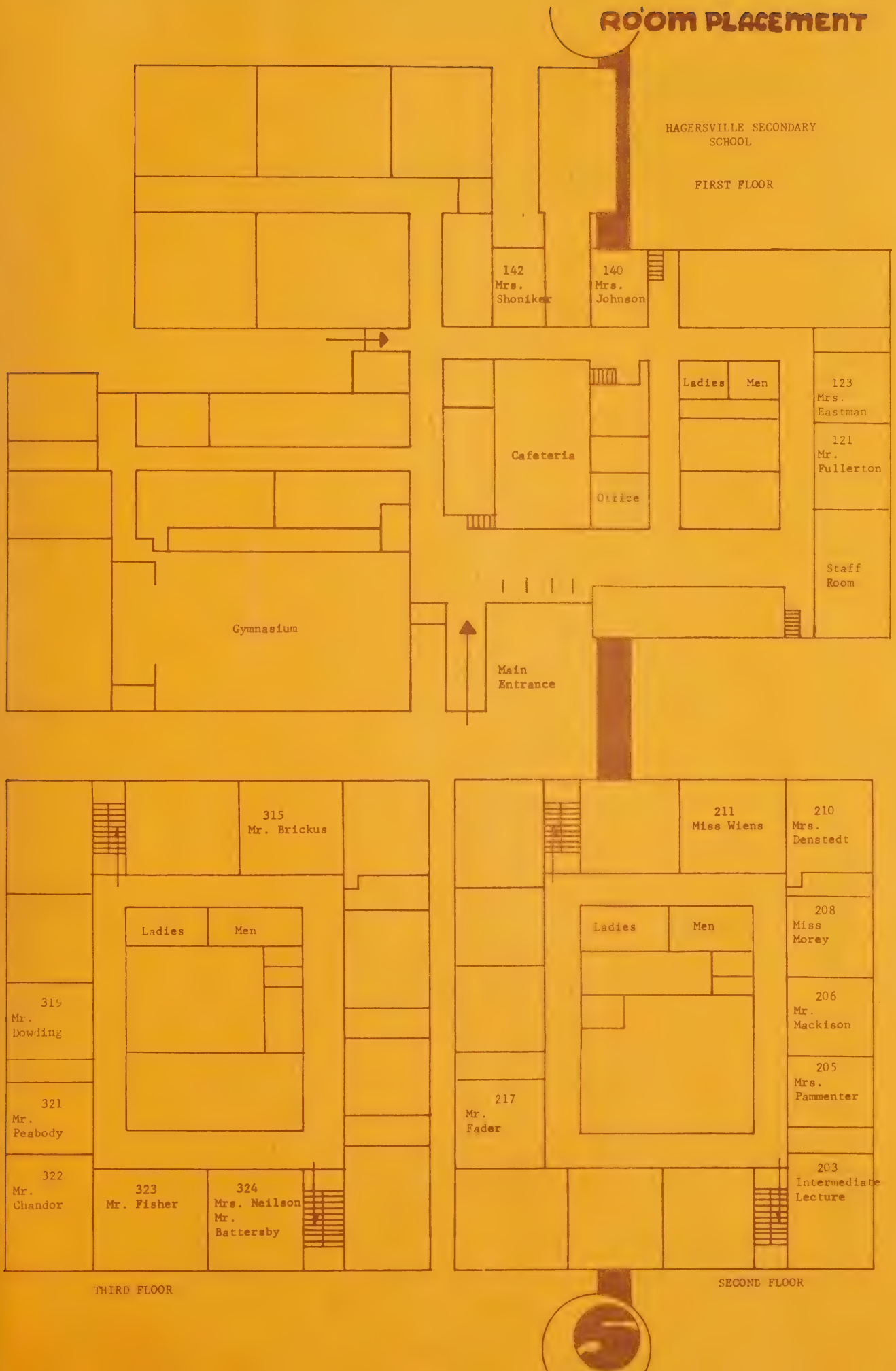
5. On Monday, June 29 proceed to the Registration Table at 8:00 a.m. and pick up your Selection Form on which will be indicated your program for the summer. Please note that these personal timetables will not be mailed in advance.

6. Proceed with the registration on June 29 as outlined elsewhere in this Orientation Bulletin.

STAFF

Principal	Arnel W. Pattemore Consultant - Fine & Creative Arts The Lincoln County Board of Education.
Vice-Principal	John Dowding, B.A. Head of Art Department, Lorne Park Secondary School, Mississauga.
Counsellors	John Battersby, B.A. Art Consultant Halton County Board of Education.
	Peter M. Chandor, Art Consultant Haldimand County Board of Education.
	Mrs. Beverlee Denstedt Formerly Assistant Supervisor of Art Oshawa Public Schools.
	Mrs. Mary Eastman Art Teacher Westview Senior Elementary School, Hamilton.
	Charles Fader, B.A. Art Consultant Lambton County Board of Education.
	Robert Fisher, Art Consultant Frontenac-Lennox & Addington Separate School Board.
	H. Raymond Fullerton Art Consultant Niagara South Board of Education.
	Mrs. Sabine Johnson Art Teacher Central Senior Public School, Burlington.
	Bruce A. Mackison Art Teacher Centennial Senior School, Georgetown.
	Miss Shirley Morey Art Teacher Memorial Public School, St. Catharines.
	Mrs. Nancy Neilson Formerly Art Teacher, Burlington.
	Mrs. Lynne Pammenter, A.O.C.A. Art Teacher, Rolling Meadows School, Burlington.
	Robert Peabody, B.A. Principal, St. James School, St. Catharines.
	Miss Elsie Wiens, Art Teacher Prince Philip Public School, St. Catharines.
Instructors	Victor Brickus, A.O.C.A., O. S. A. Head of Art Department, W.A. Porter Collegiate Institute, Scarborough.
	Mrs. Claire Schoniker, A.O.C.A., O.S.A. Painter
Secretary	Miss Shirley Beckerson

ROOM PLACEMENT



OPENING DAY

On Monday, June 29, registration begins at 8:00 a.m. If you have already sent in the Program Selection Form you should:

1. Proceed to the Registration Desk according to alphabetical order.
2. Present your letter of admission received from the Department.
3. Pay the $5.00 Social and Supply Fee.
4. Receive your Individual Timetable (Form A) and Progress Record Card.

Separate instructions will be given to those who have not pre-registered.

Please go directly to the gymnasium to study the material you have been given. At approximately 8:30 a.m. we shall begin our opening general assembly at which time you will meet the staff and be given details concerning the course.

We shall also present a special program to acquaint you with some of the basic skills that will assist you throughout the summer. Such concerns as awareness, display, design and technique will be dealt with in a general way.

Following the opening assembly and orienteering demonstrations all students must check their individual Timetables (Form A) with the staff members and confirm their attendance in classes. This will be done in the individual rooms. The cafeteria will be open for light snacks at 11:00 a.m.

Fill out the front side of the Progress Record Card. Please print in ink using CAPITAL letters. Students in Holy Orders should list both religious community name and lay name. Department of Veterans' Affairs (D.V.A.) students should write their branch of service and service numbers on their cards. Print your name only on the back of the Progress Record Card. Do not list units of study.

Copy your approved Individual Timetable on the last page of the Orientation Bulletin for your own records.

Return your complete Form A and Progress Record Card to the Summer Course Office before you leave the school. UNTIL FORM A AND YOUR PROGRESS RECORD CARD ARE COMPLETED AND FILED IN THE OFFICE YOU ARE NOT OFFICIALLY ENROLLED.

On Tuesday, June 30 report directly to your first class at 8:00 a.m.

SELECTING YOUR PROGRAM

If you are working toward an Elementary Certificate:

(a) It is compulsory for you to select one picture-making unit and lecture unit HG 121. The picture-making units are numbered HG 100 to HG 104. If you select more than one picture-making unit, make sure that the units in question are not repetitions of one another. Do not select more than two picture-making units.

(b) Summarize the gaps in your knowledge about art. What do you think you should know to be more proficient in your work as a teacher of this subject?

(c) Think of the grades you teach and the program of studies you follow. Select activities which would lend themselves to strong correlations with the lives of the children under your charge and, hence, would improve the general learning situation in your school.

SUMMARY: You may select any unit of work offered. One picture-making unit is obligatory and the lecture unit HG 121. THREE HOURS PER DAY IS THE MINIMUM ATTENDANCE FOR STUDENTS DESIRING AN ART CERTIFICATE.

If you are working toward an Intermediate Certificate Part I:

You have enjoyed previous experiences in art education. You have explored several fields of design and have probably begun to develop a personal point of view (or philosophy) about art and the teaching of art. Because of this background, you are in a better position to begin to specialize. The following suggestions are offered to help you to select your program.

(a) Select some work similar to that in which you enjoyed the most success in previous units.

(b) Select a program which includes both two and three dimensional work.

(c) Study the prescriptions of the units being offered to determine those which contain some work which you have not previously explored. You should include in your timetable those units which you feel will offer activities which would be practical to you.

(d) Students desiring an Intermediate Part I Certificate are required to complete lecture unit HG 122.

SUMMARY: You may select any unit of work from among those being offered. You must complete unit HG 122.

MINIMUM ATTENDANCE LEADING TO CERTIFICATION IS THREE HOURS EACH DAY.

SIX-DAY SESSION PLAN

The timetable of the units of work has been arranged so that students may enjoy a maximum of choice. The majority of work units (with certain exceptions as noted in the descriptions) operate upon a 6-day plan. Time during the summer is divided into four 6-day blocks or sessions.

Staff members, whose units of work follow this timetable, open their classes on each day 1 and close them on each day 6. In this way, a unit of work may be offered four times during the summer. All classes meet from 8:00 a.m. to 11:15 a.m.

The classrooms are open each afternoon until 3:00 p.m. to enable students to work on assignments.

Day Number	1	2	3	4	5	6	
	June 30	July 1	2	3	6	7	1st 6-day session
	8	9	10	13	14	15	2nd 6-day session
	16	17	20	21	22	23	3rd 6-day session
	24	27	28	29	30	31	4th 6-day session

Please note that regular classes will be held on July 1.

On Friday, July 31:

All students will meet in the Auditorium at 8:00 a.m. for closing exercises for the course. From there students will go to their rooms where there will be final class sessions. Students will assist in putting the room in order and will have their cards signed for the final unit. Unless a student appears at school on this day as requested, his summer will not be considered complete.

UNITS OF WORK

PROGRAMMING UNITS Units numbered HG 100 to HG 104 are intended to provide practical ideas for the art class as well as assisting in the planning of a worthwhile program. The emphasis will be on picture-making which will form the core to the art program at any age level. These are workshop units taught by counsellors who have practical experience in the classroom. All students in the Elementary Course are required to attend at least one unit from this section. Students in Intermediate Part I are strongly advised to choose one unit from among these if possible.

HG 100 Picture-Making-Programming (Kindergarten and Primary)

A study will be made of art activities and techniques suitable for pupils in Kindergarten and those in Grades 1, 2 and 3. The relationship of art to the general Kindergarten program and to the program in the primary grades will receive attention. Emphasis will be placed upon picture-making.

Daily 8:00 to 11:15 a.m. Mrs. Denstedt
Follows the 6-day session plan, Room 210
cycles 1 and 4.

A 12-day unit offering study in greater depth will be offered during cycles 2 and 3. Those desiring the longer unit should indicate Unit HG 100 (12 days) on their registration request.

HG 101 Picture-Making-Programming (Primary)

A study will be made of art activities and techniques suitable for children in the primary grades. Emphasis will be placed upon picture-making. The place of art in the general school program will be discussed and demonstrated. Consideration will be given to newer methods and contemporary plans of organization. The growth of children through art activities will be emphasized.

Daily 8:00 to 11:15 a.m. Miss Morey
Follows the 6-day session plan. Room 208

HG 103 Picture-Making-Programming (Junior)

This unit will explore practical projects for use at the junior level and will suggest ways to plan a meaningful art program. Several techniques and media will be introduced which can be used in the classroom. The particular needs of children in the middle grades of the elementary school will be considered and their normal modes of expression studied.

Daily 8:00 to 11:15 a.m, Miss Wiens
Follow the 6-day session plan. Room 211

HG 104 Picture-Making-Programming (Junior and Intermediate)

This unit will deal with picture-making in the junior and intermediate grades. A study will be made of the normal modes of expression of pupils in these grades. Areas of discussion and practice will include the elementary school art program, methods, individual and group activity, handling of basic art materials, a variety of techniques and a study of design as applied to picture-making.

Daily 8:00 to 11:15 a.m. Mr. Mackison
Follows the 6-day session plan. Room 206

CLASSROOM TECHNIQUES UNITS The units numbered HG 112a to HG 152 are intended to help teachers explore techniques and develop skills which can be used in the classroom. These units will concentrate on a variety of sample projects for the classroom. Although some suggestions will be made for program planning, the teacher will be left to fit these activities into the individual total art program. It is suggested that each choose two or more units from this section, preferably picking those involving different materials.

HG 112a Introductory Poster-Making and Display

This unit will consist largely of brief lectures and practical experiments in poster-making. A study will be made of lettering, design and concept as applied to a poster. Media used will include ink and coloured papers. Bulletin board arrangements will also be studied.

Daily 8:00 to 11:15 a.m. Mr. Fader
Follows the 6-day session plan. Room 217

HG 114 Introductory Craft Techniques

This unit will emphasize experiences for children in elementary school grades, stressing inexpensive and salvage materials which the children can use. Students will be requested to bring to class a variety of scrap materials. A suggested list will be available on registration day.

Daily 8:00 to 11:15 a.m. Mr. Chandor
Follows the 6-day session plan. Room 322

HG 114c Introductory Painting Techniques

This unit is designed to be of use to a teacher of any grade. Various media such as block, liquid and powder tempera, watercolour and some acrylic medium will be used to develop and explore the inherent qualities of each. Methods of applying paint such as with brushes, rollers, sponges will be examined and compared. Combinations of various media will help the teacher to realize the possibilities available in many different situations. Discussions on topics suitable for various grades will be held. It is hoped that this course will help to develop a sensitivity to the elements of design on the part of the teacher. The teacher should, in turn, be able to plan an interesting painting program throughout the school years.

Daily 8:00 to 11:15 a.m. Mrs. Pammenter
Follows the 6-day session plan. Room 205

HG 132 Basic Printing Processes

This is an exploratory unit in the art of making prints. It is designed to assist participants in the use of various print-making media in the classroom. Techniques explored will include vegetable, cork and plasticene printing, cardboard rubbings and prints, lino-block printing and forms of momoprint. Reference will be made to other suitable materials.

Daily 8:00 to 11:15 a.m. Mrs. Neilson
Follows the 6-day session plan. Room 324
Offered during cycles 1 and 2 only.

HG 137 Elementary Puppetry

This unit will include a study of puppets, marionettes, shadow puppets, push puppets, and rod puppets. Various types of puppets and marionettes will be made which will be suitable for pupils in all grades from 1 to 13. These figures will be produced from a number of materials and students will learn how to operate them. Students will participate in the production of plays involving the use of all the above puppets. Materials will be provided, but those students planning to take the unit are advised to bring odds and ends which might supplement the materials supplied. Materials such as bright cloth in a variety of textures, scraps of felt, fur, leather, old socks and stockings, old jewellery, and trimmings might be brought.

Daily 8:00 to 11:15 a.m. Mr. Fullerton
Follows the 6-day session plan. Room 121

HG 138 Introductory Paper Techniques

In this unit the student will learn to use paper creatively. The work to be explored will include the use of paper in ways other than that of merely supporting flat work. The three-dimensional use of paper will be emphasized, and the use of torn paper, paper line compositions and paper mosaics will be considered. Emphasis will be on Junior and Intermediate levels, but the Primary aspect will also be discussed.

Daily 8:00 to 11:15 a.m. Mrs. Johnson
Follows the 6-day session plan. Room 140

HG 138b Introductory Tissue Paper Techniques

This unit will explore many ways to use tissue paper. Techniques will include both two and three-dimensional projects. The use of tissue paper in both art and crafts activities will be studied and a wide variety of projects carried out in practice.

Daily 8:00 to 11:15 a.m. Mr. Fisher
Follows the 6-day session plan. Room 323

HG 139 Introductory Sculpture and Modelling

An exploratory study will be made of three-dimensional techniques for junior and senior elementary school levels. The student will experiment with a variety of materials for modelling, carving and construction. Projects will have ready application to the classroom and will supplement the crafts program.

Daily 8:00 to 11:15 a.m. Mr. Peabody
Follows the 6-day session plan. Room 321

HG 152 Introduction to Creative Stitchery

This unit will be an introduction to the wide range of potentialities in the creative use of stitches in the classroom. It will include a range of materials and threads which may be used. Various stitches and appliqué will be studied and their application in design and in picture-making. The student for this unit should provide himself with a pair of sharp scissors. Yarns and materials of unusual colour and/or texture will also prove useful.

Daily 8:00 to 11:15 a.m. Mrs. Eastman
Follows the 6-day session plan. Room 123

PERSONAL GROWTH UNITS It is important that teachers develop their own art abilities and units listed below are designed to provide instruction and practice in certain artistic skills. It is recommended that students attending their second art course should choose one of these units while students in the elementary year are strongly urged to use this opportunity to enhance personal facility in art.

HG 111 Introductory Drawing

This unit offers a preliminary but detailed exploration of the elements of drawing. This will include a wide range of materials in relation to varied subject matter. There will be an emphasis on outdoor sketching, still life, figure drawing, imaginative composition and creative drawing. This unit is especially recommended as a background for advanced drawing and painting units.

Daily 8:00 to 11:15 a.m. Mr. Brickus
Follows the 6-day session plan. Room 315

HG 150 Basic Design

This is a unit dealing with theories of design. This unit is devised to give art teachers an understanding of some of the basic theories and ideas underlying design in the wider meaning of the term. Though not a unit on how to design particular things, it should help the teacher to apply or to recognize sound design in a variety of art.

Daily 8:00 to 11:15 a.m. Mr. Battersby
Follows the 6-day session plan. Room 324
Offered during cycles 3 and 4 only.

HG 201 Advanced Painting

In this two-week unit students will explore the elements of design in relation to the production of pictures. The media used will be chosen from water colours, inks and resists, acrylic (plastic) oil paints and plexiglass applicable to subjects selected from still-life, landscape and figure. Graphic abstraction will also be explored in connection with this unit. Field trips will be arranged at the discretion of the instructors.

Daily 8:00 to 11:15 a.m. Mr. Dowding
June 30 to July 15 inclusive. Room 319

HG 213 Advanced Painting in Watercolours

This twelve-day unit offers an introduction into the medium of watercolour. As full an exploration as possible will be made ot the medium. Work will be in still life, figure study and outdoor sketching. Emphasis will be on pictorial composition and technique.

Daily 8:00 to 11:15 a.m. Mrs. Shoniker
June 30 to July 15 inclusive. Room 142
Repeated July 16 to 31 inclusive.

LECTURE UNITS To balance the workshop units, students are required to attend a lecture unit where the emphasis is on pedagogy and philosophy as applied to the teaching of art. These units will help the teacher to relate art projects to a planned program and will provide necessary bakcground knowledge. The basic lecture is required of all those enrolled in Elementary while all those enrolled in Intermediate Part I must attend the history of art lecture.

HG 121 Basic Lecture - "Art in General Education"

This unit comprises a series of lectures and general discussions on elementary pedagogy, philosophy and psychology with special reference to the teaching of art. Such topics as the characteristics of contemporary education, the individual and society, supervision, the enterprise, the learning process, objectives in art teaching, the democratic concept of education will be discussed with the object of developing an insight into and understanding of the role of the teacher of art as an educational leader in his community. This unit is prerequisite for all students who wish to receive an elementary certificate. The textbook is: Children and Their Art, Revised edition (Toronto: Longmans, 1970), available at the office.

Daily 11:30 to 12:15 Mr. Pattemore
July 3 to 17 inclusive. Gymnasium
No lecture on July 14.

HG 122 History of Art

In this unit we will examine influences that have contributed to the arts in Canada. The course will deal briefly with the major periods of art from paleolithic times to the present day, but the main emphasis will be on the history of art in Canada from pre-Columbian times to the present day. The course will devote considerable time to discussion relative to modern schools of design, and to an evaluation of the current state of architectural design, product design and fine arts in Canada. Some consideration will be given to art appreciation and art history in the classroom. This unit is prerequisite for all students enrolled in Intermediate Part I.

Daily 11:30 to 12:15 Mr. Dowding
July 1 to July 29 inclusive. Room 203
No lecture on July 14.

noon PROGRAMS

On a summer session such as this it is not possible to cover all of the areas which we might wish. Accordingly, several members of the staff will present noon hour programs that are designed to provide further ideas and guidance. These will be scheduled in the period from 11:30 to 12:15 and it is expected that all students enrolled in the Elementary Course will attend. Students enrolled in Intermediate Part I will be attending lectures at this time but may gain many ideas by visiting displays afterwards or talking to staff members and students.

The tentative shcedule is as follows:

June 30	Basic Drawing (open to all)
July 14	CSEA Trade Fair (open to all)
July 20	Films on Art
July 21	Display Techniques
July 22	Student-Made Films
July 23	Crayon Techniques
July 24	Films on Art
July 27	Mask Making
July 28	Colour Slides as a Teaching Aid
July 29	Issues in Education
July 30	Films on Art

All programs will take place in the gymnasium unless an announcement is made otherwise. The above schedule is subject to change and students are advised to check daily on the general notice board to see what is scheduled.

Your comments and requests for programs will be welcomed.

WORK EXPECTED

STANDARD OF WORK

Students are often concerned about the standard of excellence they should reach in their manual work. How proficient should you be in art? It is felt that in the brief time allotted to the units, students should have as broad a survey of activities as possible, and should not spend much time trying to perfect any one technique.

No one expects you to become an artist in a preliminary summer course. All the staff hopes is that you may have experiences which will enable you to become a better teacher. Therefore, do not repeat work just to perfect a skill. Skill is useful to have, but if you want to achieve it, practise between the end of this summer session and the beginning of the next session.

Once you have mastered enough of a technique to use it in a classroom, decide without delay your next field of exploration.

PRESCRIBED READING

With the exception of the lecture units there is no prescribed reading for the units of work. An intelligent person reads a book to answer questions which have arisen during his experience. Probably no two persons will want to find the answers to exactly the same questions, and it would seem under the circumstances, to be wasteful of time and energy to do prescribed reading.

WRITTEN ASSIGNMENTS

What has been said concerning prescribed reading applies also to written assignments. With the exception of the lecture units there are no written assignments attached to the work units. If the participant wishes to write on any topic in order to clarify his thinking or to help him to recall useful information he has discovered, he will do his writing in his notebook for his own benefit, and not as proof of work done.

EXAMINATIONS

Counsellors and instructors do not set examination papers. Lecturers, however, may give short tests throughout their units or may set a final paper. They may, on the other hand, summarize a student's progress by means of "term's work" or in any other manner they may wish to choose.

NOTEBOOKS

Students are expected to keep notebooks during the summer session. Your notes (suitably illustrated) should contain such information as will be valuable to you when you return to your teaching position. Write only that which is necessary and useful. The following items are suggested:

(1) Short descriptions of new techniques learned, including the materials and tools involved.

(2) Suggestions for correlations of these techniques with other areas of school life.

(3) A brief summary of valuable theory (both of aesthetics and of methodology) connected with the techniques which your co-workers and your staff members have contributed.

(4) An outline of the problems discussed by lecturers which are of importance to you.

(5) Short accounts of any reading which may have bearing upon the topics outlined in your notebook.

Staff members will request to see your notebook at the end of each session. It should be remembered that your notebook will be one of the more valuable items you will take away from this course.

INDEPENDENT WORK

Although the workshop units are scheduled from 8:00 to 11:15 a.m. it is not always possible for students to complete the projects they attempt during those hours. For that reason the rooms remain open until 3:00 p.m. so that students may work independently. Staff members will be glad to discuss such projects with you and will provide the necessary materials on request. Naturally, supplies may not be taken home but students should take advantage of every opportunity to explore techniques further.

AT END OF UNIT

At the close of each unit of work you have a number of things to do:

(1) Each student has a progress record card which he obtained upon registration. These cards have spaces for a record of activities explored under the guidance of staff members. On the last day of each unit of work (usually day 6) the progress record cards will be given out by each staff member.

(2) Under the direction of your staff member, write a short description of the work you have completed in the proper spaces on the progress record card.

(3) Take your card, together with the work you have completed, to the staff member for his appraisal. Your staff member will then write a short statement of your progress and will sign the card. It is your privilege to know what the staff member says about your progress. In this way, you will always know how well you are succeeding in your work. Comments might consist of the following:

"Excellent" - meaning that the student is co-operative, creative and open-minded, seems to have a grasp of the essentials of contemporary art education, produces work which is outstandingly well designed, and attacks problems with considerable intellectual vigour.

"Complete" - meaning that the student is co-operative, produces work which is reasonably well designed, is not reasonably opposed to contemporary trends in art education, and goes about the work on hand with reasonable self-reliance; works to capacity.

"Incomplete" - meaning that the student is unintelligently opposed to contemporary trends in art education, shows strong signs of laziness, produces copied work or work which is very badly designed; is resentful of change.

Some staff members may make additional comments.

(4) Take your notebook to your staff member and have him initial it.

(5) Leave your progress record card with the staff member who will then return it to the office as a record of your work.

NOTES CONCERNING THE WORK OF STAFF MEMBERS

The work of the counsellors is to relate art and craft activities to the general school program, to assist the students to explore the various fields of art and to help these students acquire a sound pedagogy in the use of the activities explored.

The instructors have the task of helping the students to develop adequate technical skill in the production of well designed art forms. They are not responsible for information about pedagogy.

The lecturers deal with their own specialized fields and give philosophical form to the questions under discussion. They deal also with problems connected with their special fields which are brought before them by the students.

COFFEE BREAK

All staff members allow a short break near the mid-point of their sessions. It is suggested that students take this opportunity to leave their work so as to return refreshed. Light lunches and beverages will be available in the cafeteria. Having the correct change ready will help facilitate service. As it is essential that this break not interfere with the work units, students are asked to return to classrooms promptly. The cafeteria will also be in operation during the noon hour to serve light lunches at a nominal cost.

SMOKING

Because of fire hazards associated with art materials and in keeping with our agreement with the school authorities, there is a strict "No Smoking" rule inside the building. Students are urged not to leave cigarette butts or other debris in the school yard.

TOOLS AND SUPPLIES

Owing to the high cost of art supplies, students are asked to be particularly careful not to waste any materials. Every student is urged to bring a pair of scissors, since no scissors will be supplied. Sufficient quantities of all other tools and supplies for normal activities will be available at no extra cost above the $5.00 supply and activity fee.

PARKING

Announcement will be made during the summer regarding suitable locations for parking of cars. Your co-operation and consideration will be appreciated.

DISPLAYS

The displays of students' work in the halls and elsewhere are changed nearly every day. Students must not remove work from the display boards, but should obtain it from the staff member after it has been returned to the room where it was produced. Be sure to watch all the display boards to see what is being produced in the units.

STUDENTS' ABSENCE

It will be realized that even one day's absence is a serious matter in a concentrated summer session such as this. Students who wish to obtain an art certificate may not be absent from any class written on their Form A. Should illness prevent a student from attending class, a doctor's or dentist's certificate must be presented upon return to the summer session.

LIBRARY

A number of books are available, many loaned by staff members. It is regretted that none of these may be removed from the library. However, you are urged to acquaint yourselves with the materials available.

SOCIAL PROGRAM

Early in the session a committee of students will be formed to plan a number of social activities during the summer. All students are urged to participate. A portion of the Social and Supply Fee will be used to subsidize these activities.

EVALUATING THE SUMMER SESSION

No matter how thoughtfully a summer session of this kind is planned, there is always room for improvement. Students, who are people with the greatest insight into the success of the courses, are asked to evaluate the existing organization. They should suggest means of improving present conditions whenever a practical idea occurs to them. Many of the present arrangements at the art courses are based upon suggestions offered by students at former summer sessions.

SPECIAL EVENTS

During the summer a number of special events will be scheduled and announced on the general notice board as well as by other means. Among these will be the following:

SOCIAL PROGRAM

Early in the session a committee of students will be formed to plan a number of social activities during the summer. It is hoped that all students will participate in an many of these events as possible. Your suggestions and assistance will be welcomed by the committee. Often a general banquet is held towards the end of the summer. A portion of the Social and Supply Fee will be used to subsidize these activities.

OPEN HOUSE

Although visitors are welcome to see the displays at any time during the summer, a special Exhibit has been scheduled for the evening of Tuesday, July 28. The public will be invited to visit the school at that time and teachers in the area should be especially interested. Please inform your friends and associates of this exhibit.

CSEA TRADE FAIR

Each year a special display of all the leading brands of art supplies is arranged in co-operation with various firms. The fair is sponsored by the Canadian Society for Education Through Art. The fair will be held on the morning of July 14 and all students will be given an opportunity to view the exhibits. You may wish to invite Board officials and teaching associates to visit the display.

PERSONAL TIMETABLE

Be sure to fill in this timetable when your own Form A has been approved. Use this as a ready reference during the summer.

CYCLE ONE June 30 to July 7		CYCLE TWO July 8 to July 15	
Unit No.		Unit No.	
Unit Name		Unit Name	
Staff Member		Staff Member	
Room No.		Room No.	

CYCLE THREE July 16 to July 23		CYCLE FOUR July 24 to July 31	
Unit No.		Unit No.	
Unit Name		Unit Name	
Staff Member		Staff Member	
Room No.		Room No.	

Lecture Unit No.	Time 11:30 to 12:15	Title of Lecture	Dates

Any changes which the student wishes to make as the summer course progresses must be approved by the office. The last date to make such changes is July 8. Students are therefore advised to explore early in the session the work offered.